



# MUHAMMED ANAS P

9656560501

anasmuhammed247@gmail.com

PALEKKODEN (H) AKKIYAMPADAM , POTTASSERY -1  
KANJIRAPUZHA P.O PALAKKAD

## PERSONAL DETAILS

- Date of Birth : 09/04/1998
- Marital Status : SINGLE
- Nationality : INDIAN

## EXPERIENCE

7 - AUG -  
2020 - 08 -  
FEB -2022

- **HUMAN RESOURCE EXECUTIVE**

CAREER'S WORLD TRAVEL and TRADE LINKS

Duties and Responsibilities

- Design and update job descriptions.
- Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.
- Interview candidates (via phone, video and in-person).
- Prepare and distribute assignments and numerical, language and logical reasoning tests.
- Advertise job openings on company's careers page, social media, job boards and internally.
- Provide shortlists of qualified candidates to hiring managers.
- Send job offer emails and answer queries about compensation and benefits.
- Monitor key HR metrics, including time-to-fill, time-to-hire and source of hire.
- Participate in job fairs and host in-house recruitment events.
- Collaborate with managers to identify future hiring needs.
- Act as a consultant to new hires and help them onboard.

15-FEB  
-2022 -

- **BDM**

PRASHANTH PARACHIKKAL ENTERPRISE PVT LTD

- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contracts ensuring adherence to law-established rules and guidelines.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers
- Develop entry level staff into valuable salespeople

## EDUCATION

- |      |   |
|------|---|
| 2019 | <ul style="list-style-type: none"> <li>• <b>BCA (Bachelor's of computer application)</b><br/>Barathiar university<br/>6.2</li> </ul>    |
| 2016 | <ul style="list-style-type: none"> <li>• <b>Diploma in electronic security engineering</b><br/>Sted council of india<br/>7.6</li> </ul> |
| 2015 | <ul style="list-style-type: none"> <li>• <b>PLUS TWO</b><br/>Kerala state board<br/>6.0</li> </ul>                                      |

PROJECTS

- **ACADAMIC MAIN PROJECT**  
TITLE :: HOSPITAL MANAGEMENT SYSTEM  
FRONT END: JAVA, BOOTSTRAP  
BACK END: MYSQL  
This project “Hospital Management System” for hospitals which enhance the functions of the system. It includes registration of hospitals and patients, storing their details into the system.

SKILLS

- Good communication skill • Team building • Social media marketing skills

80%

SYSTEM SIDE :: Troubleshooting of hardware and network problems

- System assembly and instalment
- installing and configuring of all windows operating system ●MS office word excel, Adobe Photoshop cc, Canva. lightroom , Language (C,C++,PHP) Web technologies(HTML) Operating System(Windows ,linux) Microsoft office,

80%

- ACTIVITIES
- •watching new skills videos and sports over of the weekends
  - •Surfing through internet
  - •Gaming

- LANGUAGES
- Speak - Malayalam • English • Tamil
  - Read - Malayalam, English, Hindi, Arabic
  - Write - Malayalam , English, Hindi, Arabic

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.